



February 6, 2007

MEMORANDUM

TO: Administrators of Intermediate Care Facilities for the Mentally Retarded
Administrators of Hospitals and Institutional General Infirmaries
Administrators of Nursing Homes
Administrators of Hospice Facilities
Administrators of Community Residential Care Facilities
Administrators of Residential Treatment Centers for Children & Adolescents
Administrators of Facilities that Treat Individuals for Psychoactive Substance Abuse
or Dependence

FROM: Dennis Gibbs, Director
Division of Health Licensing

SUBJECT: Emergency Evacuation Plan Submission Requirements

NOTE: This memorandum replaces the Emergency Evacuation Plan Submission Requirements memorandum from Health Licensing dated September 16, 2004.

Each facility is required to submit a current emergency evacuation plan (EEP) annually to the Division of Health licensing prior to the expiration date of its license. A current EEP is one that has been developed, revised, and/or reviewed by the facility within 120 days prior to the license expiration date. Plans should be received in our office no later than 60 days prior to the expiration date of your license to insure that your license is renewed in a timely manner.

For the licensing period of June 1, 2007 through May 31, 2008 all facilities will be required to submit a copy (facilities located in Beaufort, Charleston, Colleton, Horry, Jasper and Georgetown counties will be required to provide two copies) of their current EEP at the time of license renewal. During this one-year period the Emergency Evacuation Plan Statement option will not be an acceptable alternative to submission of the EEP. The Department is seeking to assure that we have an updated, current copy of each facility's EEP. From that point forward, the Emergency Evacuation Plan Statement option will be accepted provided no substantial change to the EEP has been made.

A facility license will not be issued or renewed, until such time as the Division receives an acceptable completed evacuation plan that adequately addresses all of the requirements as outlined in the Emergency Order issued by the Department on August 30, 2004, or (after May 31, 2008) a completed Emergency Evacuation Plan Statement certifying that the Emergency Evacuation Plan has been reviewed and no substantial changes have been made. In addition, the plan must meet the licensing standards pertaining to emergency/disaster preparedness contained in the DHEC regulation appropriate to the type of license issued to your facility by the Department and are as follows:

Reg. 61-13, Habilitation Centers for the Mentally Retarded or Persons with Related Conditions, § B.(8).

Reg. 61-16, Hospitals and Institutional General Infirmaries, § 207.

Reg. 61-17, Nursing Homes, § B(8).

Reg. 61-78, Hospices, § 1701.

Reg. 61-84, Community Residential Care Facilities, § 1400.

Reg. 61-103, Residential Treatment Facilities for Children and Adolescents, § J(6)(a).

Reg. 61-93, Facilities that Treat Individuals for Psychoactive Substance Abuse or Dependence, § 1502.

The table below contains all of the components from the emergency order and the regulations that must be addressed in your EEP and in your facility procedures. Please ensure that your plan contains all items listed and submit it to:

DHEC

Division of Health Licensing

2600 Bull Street

Columbia, SC 29201

EMERGENCY EVACUATION PLAN COMPONENTS

NOTE: A blank space in the first column indicates component of plan has not been met (reviewer must explain on a separate sheet, what corrective action is needed and attach it to this form). N/A indicates component is not applicable. A check indicates the component of the plan was met. Components associated with a shaded box in the first column are included as guidance only and are not specifically required for a plan to be approved. * Indicates elements of particular interest to local emergency preparedness divisions.	
MET	COMPONENT CRITERIA TO BE MET
	A Sheltering Plan that includes:
	a. An alternate location to house patients or residents (Sheltering Facility);
	b. Full provisions for at least the number of licensed beds at Sheltering Facilities;
	c. A letter of agreement between the facility and the sheltering facility(ies) signed by an authorized representative of each Sheltering Facility. The letter shall be current (within the last year) and must include the number of relocated patients or residents that can be accommodated;
	d. The name, address, and phone number of the Sheltering Facility; *
	e. Facilities located in Beaufort, Charleston, Colleton, Horry, Jasper, and Georgetown counties, at least one Sheltering Facility shall be located in a county other than these counties. *
	A Sleeping Plan for the patients or residents that should address topics such as:
	a. Beds, cots, sleeping bags, or mattresses required;
	b. Pillows, blankets, <i>etc.</i> required;
	c. Arrangements to provide special bed equipment, <i>e.g.</i> , egg crate mattress, air mattress, <i>etc.</i>
	A Feeding Plan for the patients or residents that should address topics such as:
	a. Food and water provisions for preparing or catering at least 3 meals per day;
	b. Arrangements to provide the special diets required;
	c. Equipment and supplements necessary for patients or residents that are tube feeding. (Unless otherwise prohibited by regulation)
	A Medication Plan for the patients or residents that should address topics such as:
	a. Arrangements for all medication regimens (including standing orders) to accompany each patient or resident relocated;
	b. Arrangements for medications to accompany each patient or resident relocated;
	c. Arrangements for Medication Administration Records to accompany each patient or resident relocated;
	d. Measures to be taken to secure and store medications;
	e. Provisions to include medication reference materials in the relocation.

	A Transportation Plan for the patients or residents that includes:
	a. Number and type of vehicles required to relocate patients or residents; *
	b. How the vehicles will be obtained; *
	c. When the vehicles will be obtained; *
	d. Who, <i>e.g.</i> , individual or company, will provide the drivers of the vehicles; *
	e. Procedures for providing medical support and medications for the patients or residents during the relocation;
	f. Estimated time to accomplish the relocation of the patients or residents; *
	g. The primary route to be taken to the Sheltering Facility; *
	h. The secondary route to be taken to the Sheltering Facility. *
	A Staffing Plan that includes:
	a. A detailed outline that indicates how care will be provided to the relocated patients or residents;
	b. The number and type, <i>e.g.</i> job titles, of staff;
	c. Provisions for accommodating relocated staff must be addressed if staffing is to be provided by the relocating facility;
	d. The Staffing Plan must be co-signed by an authorized representative of the Sheltering Facility if staffing is to be provided by the Sheltering Facility.
	Annual updating or whenever significant changes occur.
	Documentation of communication/coordination with county Emergency Preparedness Division in the development and implementation of the Emergency Evacuation Plan.*
	Plan rehearsed annually (if required by regulation) and documented to include:
	a. Time and date;
	b. Summary of actions and recommendations; *
	c. Names of Participants.

Communication and coordination with your county emergency preparedness division is required, however, these divisions often have their own mandates and their own responsibilities to fulfill. The level of participation these divisions should have in your EEP is one of review, coordination, and comment. All emergency responders should work together in an organized effort to mitigate against, prepare for, respond to, and recover from an emergency. An acceptable form of documentation of county emergency preparedness division review and/or coordination would be a letter from the division stating that the facility EEP has been reviewed by the division. In lieu of this preferred documentation, a copy of correspondence requesting that your county emergency preparedness division review and participate in the development of your EEP will be acceptable.

After initial review and coordination with the county emergency preparedness division of your EEP, annual review by and coordination with the county emergency preparedness division is not required. However, when emergency evacuation plans undergo significant changes they must again be reviewed by and coordinated with the county emergency preparedness division.

*Elements of particular interest to local emergency preparedness divisions.

cc: Pamela Dukes, DHEC
R. Max Learner, DHEC

Jerry Paul, DHEC
R. Douglas Calvert, DHEC

Leon Frishman, DHEC
Shirley Holingsworth, DHEC